

SPARC USER GUIDE

Tag Order Request

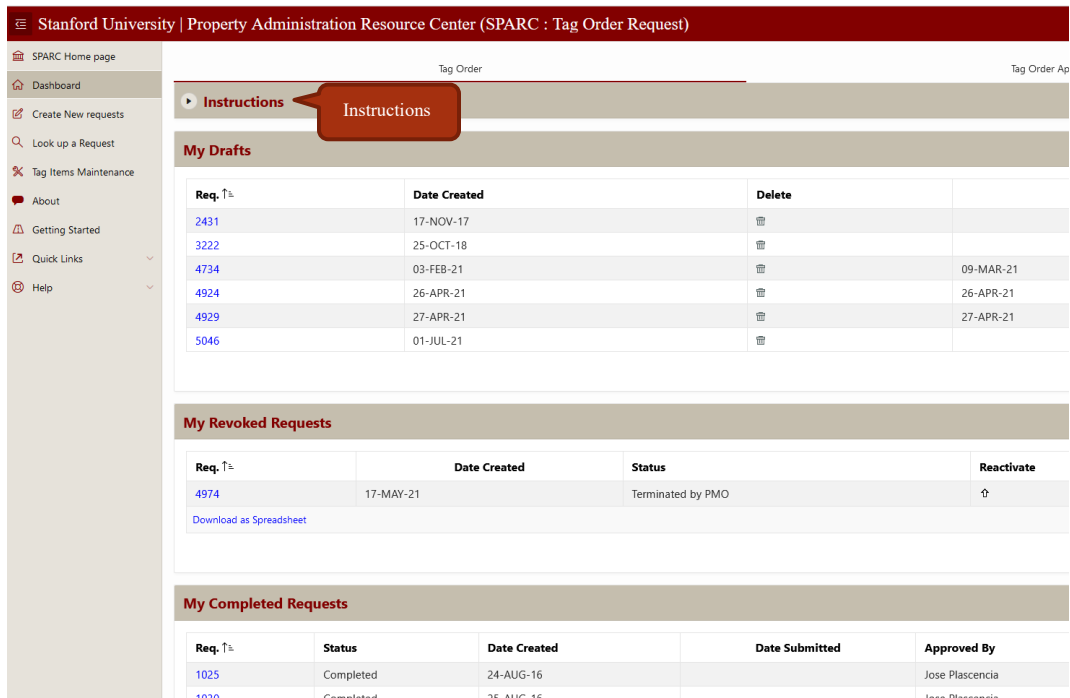
For use with Stanford property only.

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Log into <https://sparc.stanford.edu> Select Tag Order Request by clicking on the portal title.



This will take you to the dashboard page for the Tag Order Request



The Dashboard contains a list of My Drafts, My Revoked Requests and My Completed Requests, depending on the activity on the page. There are also quick instructions at the top of the page.

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To create a new Tag order, click the Create New Requests on the left sidebar of the page.

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Please fill out the Tag Order Request form below. Fields marked with a * are required.

Request ID 1660

Contact Information

SUnet ID * kkaehler Name * Kim Kaehler Phone * (650) 723-2294 Mail Code * 6025
 DPA Name * Mary Tsukamoto DPA Email * mtsuk@stanford.edu DPA Phone * (650) 725-2495
 Org Code * VTFR - STEM CELL BIO REGENERATIVE MED INS...
 Quad-Building * 07-535 (LOKEY STEM CELL RESEARCH BUILDING) Floor * 03 Room * G3C110

Tag Order Items

Once you enter your Contact Information, these fields will auto populate with future use. Next, scroll down and find the tag(s) you need to order.




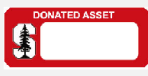

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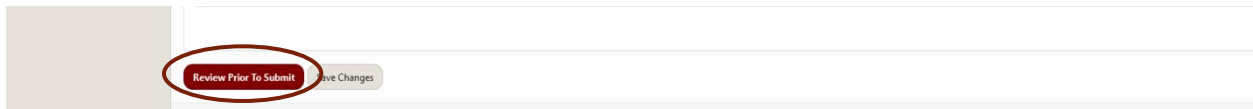
Tag Order Items

| Image | Description | Quantity requested (qty > 50 requires justification) |
|--|---|---|
| <p>SUID - Stanford University Identification Barcode Tag</p> | <p>For use on:</p> <ul style="list-style-type: none"> All capital equipment. Completed fabrications over \$5,000. All government-owned equipment. <p>Optional use: Other Stanford-owned items the department elects to track.</p> | <input type="text"/> Sheet (25 tags per sheet) For Barcode Re-issues: Enter SUID to be reissued in the space below, and separate each SUID number with a comma. <input type="text"/> |
| <p>Non Capital Excess Request Label</p> | <p>For use on:</p> <ul style="list-style-type: none"> Non Bar-Coded Excess Property for pick-up. <p>Note: Never used with Hazardous Materials.</p> | <input type="text"/> Each |
| <p>Asset Component Label</p> | <p>For use on:</p> <ul style="list-style-type: none"> Removable components of capital equipment. | <input type="text"/> Each |
| <p>U.S. Government Asset</p> | <p>Required use on:</p> <ul style="list-style-type: none"> All equipment where title (ownership) vests with the United States government. All such equipment must also be barcode tagged and recorded in the property system. <p>*Actual size 1 5/8" x 1/4" - image magnified</p> | <input type="text"/> Each |
| <p>Non-Capital Asset Overlay</p> | <p>For use on:</p> <ul style="list-style-type: none"> Non-capital items being tracked in SFA. (use in conjunction with SUID barcode tag). <p>Recommended use:</p> <ul style="list-style-type: none"> Use without barcode tag to mark non-capital items which may appear to be capital - if using without SUID barcode tag, write the Purchase Requisition No. on the clear window in indelible ink. | <input type="text"/> Sheet (24 tags per sheet) |
| <p>Identity Tag, red - Large</p> | <p>Optional:</p> <p>Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's) owned by Stanford.</p> <ul style="list-style-type: none"> Large: 1 1/2" in diameter | <input type="text"/> Each |
| <p>Identity Tag, red - Small</p> | <p>Optional:</p> <p>Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's) owned by Stanford.</p> <ul style="list-style-type: none"> Small: 1" in diameter | <input type="text"/> Each |

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| | | | |
|--|---|--|-------------------------------------|
| <ul style="list-style-type: none"> SPARC Home page Dashboard Create New requests Look up a Request Tag Items Maintenance About Getting Started Quick Links Help | <p>Identity Tag, black - Large</p>  | <p>Optional:</p> <p>Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's, etc.) owned by Stanford.</p> <p>• Large: 1 1/2" in diameter</p> | <input type="text"/> <p>Each</p> |
| <p>Identity Tag, black - Small</p>  | <p>Optional:</p> <p>Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's, etc.) owned by Stanford.</p> <p>• Small: 1 " in diameter</p> | <input type="text"/> <p>Each</p> | |
| <p>Non-Stanford Asset Overlay</p>  | <p>For use on:</p> <ul style="list-style-type: none"> • Equipment loaned or leased to Stanford University. • Other non-SU-owned property being used on campus for Stanford business | <input type="text"/> <p>Sheet (24 tags per sheet)</p> | |
| <p>Donated Asset Overlay</p>  | <p>For use on:</p> <ul style="list-style-type: none"> • All donated equipment. | <input type="text"/> <p>Sheet (24 tags per sheet)</p> | |
| <p>Asset Relocation Tag</p>  | <p>For use on:</p> <p>Capital equipment as a reminder to personnel to notify the Department Property Administrator (DPA) should equipment be relocated to another lab, building or department. Can accompany the asset barcode tag.</p> <p>Optional:</p> <p>May be used for sensitive or general non-capital equipment.</p> | <input type="text"/> <p>Each</p> | |

When you have made your selections click Review Prior to Submit to continue or Save Changes to come back to your request later.



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Request Details

Request ID: 1660
 Status: Pre-Submission
 Requester: Kim Kaehler
 E-mail: kkaehler@stanford.edu
 Phone: (650) 723-2294
 Mail Code: 6025
 DPA Name: Mary Tsukamoto
 DPA E-mail: mtsuk@stanford.edu
 DPA Phone: (650) 725-2495
 Location: 07-535 (LOKEY STEM CELL RESEARCH BUILDING), Floor # 03, Room # G3C110
 Department: VTR - STEM CELL BIO REGENERATIVE MED INSTITUTE
 Date Created: 4/12/2017

Note

Add Note:

Review the request details for accuracy and enter any notes. Click Submit. Your tags will arrive via University Mail unless other arrangements are made for pick up.

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